



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 8/29/06

JOB TITLE: Paralegal I

SALARY: (R9) (\$ 36,382) - (\$ 51,199)

DIVISION: Regulatory Affairs

FL STATUS: Exempt ☒ Non-Exempt ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under supervision, perform a variety of assignments related to title review and real estate and loan closings; perform real estate and loan closings for Multifamily projects; perform sales closings for transfers of ownership of HMFA financed projects; analyze and rectify title problems; perform research, draft memoranda, and prepare documents in connection with workout plans for troubled projects or in connection with research or special projects; provide litigation coordination by assisting HMFA counsel with summons/complaints, document production and other aspects of discovery; prepare and review loan closing documents including, but not limited to, mortgages, notes, deed restrictions, UCC-1 financing statements, and assignment of leases; research and provide responses to public information (OPRA) requests; process various requests from sponsors; and perform related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

Two (2) year college degree, or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

2) EXPERIENCE / SKILLS:

Five years of relevant experience. Knowledge of commercial real estate documents, closing procedures, corporate/partnership formation documents; tax credit syndications; bond financing requirements; and research methods and procedures. Ability to communicate effectively, orally and in writing, and to listen actively; and the ability to establish and maintain effective working relationships with staff and the general public.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J., 08650-2085; FAX (609) 278-8858.

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.